

GLASTONBURY PARKS AND RECREATION

Camp Discovery

Parent Handbook

2016

INTRODUCTION

Welcome to the Glastonbury Parks and Recreation Department's Camp Discovery program. We are pleased that you have chosen this program for your family. This parent handbook was written to help you better understand our programs and policies. We ask that you read thoroughly and understand this handbook. If you have any questions please call or ask a member of the staff because the safety and well-being of your child is just as important to us as it is to you.

CAMP LOCATION

Location:

Glastonbury High School
330 Hubbard Street
Glastonbury, CT 06033

CAMP CONTACTS

Name	Position	Phone	Email
Liz Gambacorta	Program Coordinator	860-652-7697	Liz.gambacorta@glastonbury-ct.gov
Sam Desantis	Camp Director	860-993-0530	campdiscovery@glastonbury-ct.gov
Delaney Kehoe	Assistant Director	860-993-0530	campdiscovery@glastonbury-ct.gov
Anthony Longo	Assistant Director	860-993-0530	campdiscovery@glastonbury-ct.gov
Julia Zajaga	Assistant Director	860-993-0530	campdiscovery@glastonbury-ct.gov

*The Camp Discovery email address is checked daily while camp is in session. Please give us 24 hours to respond to emails as we do not sit at the computer while camp is in session. Prior to the start of camp please email Liz Gambacorta.

THE STAFF

Staff includes a Camp Director, Assistant Directors, Program Instructors and Leaders, college age or older. Ratio of children to staff is minimum 10:1. Camp Director and Assistant Directors are certified in First Aid/CPR and Medication Administration.

CAMP DATES

Session 1: June 20 - July 1

Session 3: July 18 - July 29

Session 2: July 5 - July 15

Session 4: August 1 - August 12

CAMP HOURS

Program meets Monday-Friday 7:30 AM - 5:00 PM.

This camp is designed as a full day program, not a drop in program. Children should be dropped off during the “Drop Off” and “Picked Up” during the times listed below. Regularly picking your child up early or dropping them off late will not work with the camp schedule.

DROP OFF TIME: Drop offs are allowed from 7:30-8:45 AM, campers dropped off after their group goes outside for morning lessons (tennis or field sports) will remain inside until the group returns. Trailblazers go outside at 7:45 and Explorers go outside at 8:10.

PICK UP TIME: On onsite days campers may be picked up between 4:15-5:00 PM. On trip days please check camp calendar as some trips are not scheduled to get back until after 4:15. Campers must be picked up by 5:00 PM.

DROP-OFF/PICK-UP PROCEDURE

Due to new security measures in the school building only the front entrance and gym entrance of GHS will be open during the day, all other doors to the school will be locked, including the Skywalk doors to the main building which are the most convenient for drop-off and pick-up. It is essential that you drop off and pick up your child during designated times.

Drop-Off: Please park your car in the gym parking lots of GHS (do not park in the driveway in front of the gym entrance as you will block traffic) and walk your child in the gym entrance. Once entering, go to the left and walk over the Skywalk. Camp Staff will be at a table at the end of the hallway and will let children into the camp area once a parent has signed them in.

Pick-Up will be held at the same spot as Drop-Off. Please be advised written permission is required when someone other than the Parent/Guardian is to pick up your child.

LATE PICKUP

A **\$15 late fee** will be charged to a Parent/Guardian picking their child up **after 5:10 p.m.** The Staff member left to wait with your child will be responsible for collecting the fee. Children who have not been picked up by the time the school building closes may need to be brought to the Parks & Recreation office and/or Glastonbury Police Department.

ATTENDANCE

It is essential you familiarize yourself with the day to day schedule as outlined on the Camp Calendar. Always read the Camp Calendar carefully! If a special circumstance requires that you drop-off or pick up your child at times other than the designated drop-off and pick-up times listed above, advise the Staff in writing in advance to avoid any problems. We may be unable to accommodate these requests on days of off-site/field trip activities. We cannot accommodate drop-off and pick-up at times other than those stated on a regular basis.

REGISTRATION

Summer camp registration begins in mid-May either online or through the mail. This program is extremely popular so online registration is recommended as it is in real time. This program is for Glastonbury resident only. We maintain a waitlist for the program and parents will be notified if a spot becomes available. Currently we are not able to take more than 50 campers in each program so spots will only become available if someone cancels out.

REFUNDS

Camp Discovery is a very popular and fills quickly; so quickly that we often have waiting lists. The sooner we know of your intentions to cancel out of the program, the sooner we can accommodate others. Refund requests must be made to the Parks & Recreation office 860-652-7679 no later than five (5) business days before the program begins. Refund requests received after this point will be subject to a \$10 processing fee. Refunds are generally not given once a program has begun, however, in the event of injury or illness a refund request will be considered if accompanied by a doctor's note.

INCLEMENT WEATHER

Program has access to shelter in the event of rain. While Camp Discovery is held rain or shine, there may be times when we need to cancel an off-site/field trip or swimming activity because of inclement weather. Because of the many activities planned during the week and the limited availability of places we visit, it is usually not possible to reschedule the trip. No refunds will be issued for activities that are canceled.

During periods of excessive heat /humidity, send your child a water bottle, dressed in appropriate light weight, light color, loose fitting clothing. Be sure they wear sunscreen. We will limit strenuous activity, take frequent breaks and do our best to stay indoors or in shaded areas during the hottest part of the day. Glastonbury High School is air conditioned but other school building, the outdoors and buses are not air conditioned. Please pay attention to the schedule of activities. If you have concerns about your child, please consider keeping them home when high heat/humidity advisories are in effect.

HEALTH/MEDICAL CONCERNS

When registering your child you will be asked if your child has allergies, is on medication or requires medication in the event of an emergency or has any special needs. This allows us to plan appropriately for camp. A camp staff member will contact you prior to the start of camp in June if we have any questions or need further information. You may also contact Liz Gambacorta at liz.gambacorta@glastonbury-ct.gov with any questions.

If your child requires medication you must complete and submit an “Authorization for Administration of Medication” form to the Parks & Recreation Office prior to the start of Camp. You may also be required to provide a written Treatment Plan from your Physician/Allergist with specific instructions of how and when medication is to be given. Forms are available online at www.glastonbury-ct.gov/prforms.

FOOD ALLERGIES

Because of food allergies, Camp Staff will enforce strict “No food trading/sharing” rules. Please instruct your child not to trade or share food with anyone else!

CHILDREN WITH SPECIAL NEEDS

Camp Discovery is happy to accept children with special needs, please make us aware of any special needs your child may have prior to the start of the program. We encourage parents to notify the Program Coordinator, Liz Gambacorta at liz.gambacorta@glastonbury-ct.gov, as soon as possible of any special needs your child has so we can work together to build successful camp experience for you child.

HANDLING CONCERNS

If there is a concern regarding your child at camp, we encourage open discussion between parents and the camp staff. Gathering all information directly from both the child and staff will help us resolve any concerns as soon as possible. We are open to any question in order to ensure that Camp Discovery is safe and enjoyable for all campers and families.

1. Address any concerns immediately with the Camp Assistant Directors or Director at pickup or drop-off or call the Camp cell phone
2. If not satisfied, contact the program coordinator, Liz Gambacorta at Glastonbury Parks and Recreation.

APPROPRIATE BEHAVIOR

Safety, respect of others, and a positive experience are our most important priorities. Our first step in preventing inappropriate behavior is to set clear limits as to what is expected at Camp. At the beginning of Camp, Staff will discuss the Camp Rules, the reasons for them and the consequences if they are not adhered to. We will attempt to redirect inappropriate behavior; however, situations may still occur. If a problem continues, the Camp Director, Assistant Director and/or the Recreation Program Coordinator will discuss the situation with you and attempt to come to some solution.

Written Behavior Forms may also be sent home with the child. These will need to be signed and returned by the Parent/Guardian so that we know the behavior has been discussed with the child. While it is not our intent to discourage participation because of behavior problems, we are limited as to what we may be able to do to work with you to improve the situation. In cases where there is no marked improvement, the child may be asked to stay home for a day, miss a field trip and/or be removed from the program.

BULLYING BEHAVIOR THAT IS HARMFUL TO THE SAFETY OF OTHER CHILDREN AND/OR STAFF WILL NOT BE TOLERATED.

Please talk with your child daily to be sure he/she is having a positive experience. Encourage them to bring problems to the attention of a Staff member as soon as they occur. Inform the Camp Director of any problem your child may be experiencing at Camp.

CAMPER ATTIRE

Camper should dress in a comfortable manner for camp. We suggest shorts, t-shirts and sneakers are word. Sandals, Flip Flops, Open Toe shoes and dress clothes are not appropriate for camp as children will be engaged in various sports, active games and arts and crafts projects that may be unsafe and/or messy based on apparel.

For off-site field trips, campers are required to wear their green, Camp Discovery shirts. All campers will be given a dry fit shirt on their first day of camp. For each additional session a camper attends they will be given a cotton t-shirt. It is recommended to wear the dry fit shirts on field trips that require bathing suits.

WHAT TO BRING TO CAMP

- ☐ Refillable Water Bottle
- ☐ Sunscreen
- ☐ Healthy Lunch
- ☐ 2 Snacks
- ☐ Swimsuit & Towel (2 sets for Free Swim Days)
- ☐ Plastic Bag for Wet Items
- ☐ Backpack/Bag for Belongs

WHAT TO LEAVE HOME

- ☐ Electronics (including Game Boys, ipods, cell phones)
- ☐ Valuable items
- ☐ Precious or treasured items
- ☐ Money (with the exception when specified on session calendar)
- ☐

All belongings should be permanently labeled with the camper's name. Bagged lunches are necessary every day, unless indicated otherwise on the session calendar. Lunches are stored in an air conditioned room.

All campers are personally responsible for their own items. There will be a designated lost and found area at camp; please check the lost and found area at the end of each session as all items will be disposed of at the end of each session.

If Campers bring items to camp that are on the “Leave Home” list they must be stored in backpacks until the end of the day and are the responsibility of the camper.

SUNSCREEN

Please apply sunscreen to your child prior to coming to camp and remember to send them with waterproof sunscreen, SPF 30 or higher. Staff may only assist campers with spray sunscreen so sending them with spray bottles of sunscreen works best. There are mandatory sunscreen breaks throughout the day that will give children ample opportunity to reapply.

THE PROGRAM

Children will often be broken into smaller age appropriate groups; however, some activities are done as an entire group. Each week consists of on-site and off-site activities. On-site activities include arts & crafts, sports & games, special events, swimming etc. New this year we will be offering two new program areas: Music, Movement & Dance and Outdoors. Off-site activities include special events and field trips. Transportation is provided by school bus to all off-site activities.

DAILY SCHEDULE

The program offers varied activities in arts and crafts, music, sports, games, swimming, and special events. A typical camp day is as follows:

7:30-8:05 AM - Drop off/Sign-In & Free Play
8:15-8:45 AM - Tennis Lesson or Field Sport
8:45-9:15 AM - Snack & Story
9:15-9:45 AM - Program Area: Arts & Crafts
9:45-10:15 AM - Program Area: Sports & Games
10:30-11:00 AM - Swim Lessons
11:30-12:30 PM - Lunch & Quiet time
12:30-1:00 PM - Program Area: Pioneering
1:00-1:30 PM - Program Area: Music, Movement & Dance
1:45-2:45 PM - Whole Camp Activity
3:00-4:00 PM - Free Swim/Special Activity
4:15-5:00 PM - Free Play, Snack Time & Pick-Up/Sign Out

SWIMMING

All swimming will be done at Glastonbury High School pool. Certified Lifeguards help to ensure safety at the pool with the support of the Camp Discovery staff. Trailblazer Campers will have free swim in the afternoon 2-3 days a week for an hour. Explorer Campers will have free swim in the afternoon 2-3 days a week for a half hour.

American Red Cross Swim lessons are included at no additional cost in the mornings and all participants must take swim lessons. When registering your child you will be asked for their swim lesson level, a swim assessment will be conducted on the first day to assure all children are leveled appropriately. Swim lessons may not be offered 4th session if swim instructors are not available, if this is the case campers will receive extra free swim time.

Occasionally, if there is swimming on field trips, the typical staff will be accompanied by certified life guards in order to keep extra eyes on the campers in new locations.

OFF-SITE ACTIVITIES/FIELD TRIPS

Off-site and field trip activities will vary week to week. Admission fees are included as part of your registration fee; however, any additional “spending money” is the responsibility of the Parent/Child. If you choose to send spending money with your camper on specified field trips please put the money in a labeled Ziploc baggie. The Assistant Directors will place these baggies in larger bag for the entire group and carry them on the field trips. Unspent money will be returned to parents at pickup time.

Detailed Field Trip Packets will be available online in June which will include all paperwork. Refer to Session Calendars included in Field Trip packet for special instructions regarding the trip, like what to bring etc, please remember to always send your child in their camp T-shirt on Field Trip days.

DURING OFF-SITE FIELD TRIP ACTIVITIES, ALL STAFF ATTEND WITH THE CHILDREN. IF YOU DO NOT WANT YOUR CHILD TO PARTICIPATE, THERE WILL BE NO SUPERVISION AVAILABLE.